



## Automotive Fleet Manager

**Department:** General Services

**Class Code:** 3139

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/06/2004

---

### **GENERAL STATEMENT OF DUTIES:**

Under general direction, performs work of considerable difficulty in managing and directing the operations of the Fleet Management Division, Department of General Services; and performs other related work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

(illustrative only):

Manages and directs the administration and operations of the Fleet Management Division to provide effective and efficient automotive fleet service; directs and coordinates the inspection, maintenance, and repair of automotive vehicles including sedans, vans, light, medium and heavy duty trucks, utility vehicles, specialty vehicles, law enforcement vehicles, fire apparatus, and school buses; coordinates the activities involving the acquisition of vehicles to include preparation of specifications, calculation of operational and maintenance costs, safety, bid submission, and compliance with environmental laws and regulations; directs procurement of automotive tools, equipment, materials, supplies and parts; directs the procurement, storage, safety, and retail distribution of vehicle fuels at county-owned vehicle fuel sites; directly administers a vehicle leasing program; monitors the vehicle preventive maintenance program; establishes goals, objectives, and criteria for the purchase, maintenance and disposition of vehicles and division associated equipment; coordinates directly with major automotive manufacturers to establish and sustain in-house automotive warranty repair centers.

Forecasts, prepares, and implements the division budget and long range equipment replacement program; monitors accuracy and timely submission of invoices for payment; ensures employee personal and professional development through internal and external education and training programs; monitors employee career development program progress; manages the division environmental, health, and safety programs to ensure compliance with local, state, and federal laws, regulations, and other legal requirements;

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

General knowledge of the principles and practices of automotive fleet management; considerable knowledge of managing and operating a small to medium size business, excellent oral and written communication skills, excellent presentation skills; considerable computer skills in the use of word processing, spreadsheet, and presentation software; considerable analytical skill in evaluating budget, management and technical data; knowledge of project management; knowledge of employee relations.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Baccalaureate degree in transportation management, business administration, or public administration and five years of senior management experience in a similar size operation, or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---